

ADMINISTRATIVE REQUIREMENTS

Follow Washington law, Privacy standards and federal alcohol and drug abuse treatment regulations listed below.

WAC 388-805-320

What are the requirements for a patient record system?

Each service provider must have a comprehensive patient record system maintained in accord with recognized principles of health record management. The provider must ensure:

- (1) A designated individual is responsible for the record system;
- (2) A secure storage system which:
 - (a) Promotes confidentiality of and limits access to both active and inactive records; and
 - (b) Protects active and inactive files from damage during storage.
- (3) Patient record policies and procedures on:
 - (a) Who has access to records;
 - (b) Content of active and inactive patient records;
 - (c) A systematic method of identifying and filing individual patient records so each can be readily retrieved;
 - (d) Assurance that each patient record is complete and authenticated by the person providing the observation, evaluation, or service;
 - (e) Retention of patient records for a minimum of five years after the discharge or transfer of the patient; and
 - (f) Destruction of patient records.
- (4) In addition to subsection (1) through (3) of this section, providers maintaining electronic patient records must:
 - (a) Make records available in paper form upon request:
 - (i) For review by the department;
 - (ii) By patients requesting record review as authorized by WAC [388-805-305](#) (1)(f).
 - (b) Provide secure, limited access through means that prevent modification or deletion after initial preparation;
 - (c) Provide for back up of records in the event of equipment, media or human error;
 - (d) Provide for protection from unauthorized access, including network and Internet access.
- (5) In case of an agency closure, the provider closing its treatment agency must arrange for the continued management of all patient records. The closing provider must notify the department in writing of the mailing and street address where records will be stored and specify the person managing the records. The closing provider may:
 - (a) Continue to manage the records and give assurance they will respond to authorized requests for copies of patient records within a reasonable period of time;
 - (b) Transfer records of patients who have given written consent to another certified provider;
 - (c) Enter into a qualified service organization agreement with a certified provider to store and manage records, when the outgoing provider will no longer be a chemical dependency treatment provider; or

(d) In the event none of the arrangements listed in (a) through (c) of this subsection can be made, the closing provider must arrange for transfer of patient records to the department.

WAC 388-805-325

What are the requirements for patient record content?

The service provider must ensure patient record content includes:

- (5) Documentation the patient was informed of federal confidentiality requirements and received a copy of the patient notice required under 42 CFR, Part 2;
- (16) Properly completed authorizations for release of information;

WAC 246-326-050

Health and medical care services -- All (alcohol treatment) facilities.

7) Individual patient treatment/care records.

(a) There shall be an organized record system providing for:

- (i) Maintenance of a current, complete, treatment record for each patient;
- (ii) A systematic method of identifying and filing patient records so each record can be located readily;
- (iii) Maintenance of the confidentiality of patient treatment records by storing and handling the records under conditions allowing only authorized persons access to the records.

Also follow 42 C.F.R. § 2.13 addressing security for written records.